

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 8 November 1961

FROM : Chief, Training Support Branch

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. The building planning staff has given verbal approval for LAS to make use of approximately 450 sq. ft. of unassigned space in Langley for a language laboratory. The space is temporary but every effort will be made to let us use it until our own space is available. Plans are to move five booths from Eye building and two from Arlington Towers. As the move progresses, additional units will be added. A full-time technician will not be available but part-time supervision will be effected as the workload permits.

2. An increased security check system has been initiated in office-classrooms that are mostly occupied by full-time contract personnel. No classified material is kept in these rooms but the system, based on contract personnel visually checking assigned areas, should point up the need for good security habits.

3. Considerable difficulty was encountered in obtaining equipment to support the experiment in programmed learning. The recorders had to be borrowed from the operational supply room. Two of the three needed extensive repair and all three were lacking in basic operating accessories. Fortunately, we were able to purchase the necessary item and make the necessary repairs to get the program underway.

4. For the four-week period ending 3 November, the language laboratories were used for a total of 1,449 hours, before hours 156, after hours 214, and Saturdays 52.

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5. A total of 49 films were projected by LAS during the month of October.

6. Three requests totaling 59 tapes were received and filled during October.



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